# Job Opportunity Bulletin

Post Date: 8/23/2013

## **ATTORNEY**

Salary: \$4,674 - \$8,141 Permanent, Full-Time

FINAL FILING DATE: until filled

### **JOIN THE DDS TEAM!**

For information about the DEPARTMENT OF DEVELOPMENTAL SERVICES Please visit our website at www.dds.ca.gov

Please refer to:

Position #: 473-002-5778-001

Mail your application to:

Dept. of Developmental Services 1600 Ninth Street, MS-Q Sacramento, CA 95814 Attention: Crissy Ortiz

All applications will be screened and only the most qualified will be interviewed.

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong candidate seeking a position as an Attorney. This position is located in DDS's Headquarters office in downtown Sacramento.

DDS is committed to providing leadership that results in quality services to the people of California and assures the opportunity for individuals with developmental disabilities to exercise their right to make choices.

For complete duties, please see duty statement on the following page.

#### **DESIRABLE QUALIFICATIONS:**

- \* Background and experience in litigation and additionally in real estate law, particularly housing.
- \* Background and experience in providing advice to a government program and staff.
- \* Background and experience with the Lanterman Developmental Disability Services Act and related laws applicable to individuals with developmental disabilities.
- \* Familiarity with criminal proceedings and civil commitments.

#### **MANDATORY REQUIREMENTS:**

\* Active membership in the State Bar of California.

#### **ADDITIONAL INFORMATION:**

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you would like to be a part of our DDS team, please submit an original signed state application (STD. 678) and a resume.

Please be sure to include on your application the basis of your eligibility and position number #473-002-5778-001.

#### **CONTACT INFORMATION**

Name: Crissy Ortiz

Number: (916) 322-7861

Email: crissy.ortiz@dds.ca.gov



**DEPARTMENT OF DEVELOPMENTAL SERVICES** 

1600 9<sup>th</sup> Street, MS-Q Sacramento, CA 95814 "Building Partnerships, Supporting Choices"

# DEPARTMENT OF DEVELOPMENTAL SERVICES

# Attorney 473-002-5778-001

#### **DUTY STATEMENT**

JOB TITLE: Attorney (Staff Counsel)

**GENERAL STATEMENT OF DUTIES:** Under the direction of the Chief Counsel and Assistant Chief Counsel, an Attorney I performs legal work of varied and average complexity in the Office of Legal Affairs, including providing oral and written legal advice to departmental staff and programs, and representing the Department in proceedings before the courts and administrative bodies.

**SUPERVISION RECEIVED:** Reports to the Chief Counsel and Assistant Chief Counsel.

**TYPICAL PHYSICAL DEMANDS:** Working on personal computer 70 to 80% of the time. Variable minimal to moderate travel requirements.

**WORKING CONDITIONS:** Open spaced partitioned offices.

#### **EXAMPLES OF DUTIES:**

- 45% Based upon legal research and analysis, including the interpretation and application of relevant state and federal laws, regulations, court decisions and other authorities, provide legal advice to Department staff and programs on a variety of legal issues, including, but not limited to, those related to the Lanterman Developmental Disabilities Act (Welfare and Institutions Code section 4500 et seq.), privacy, conflicts of interest, contracts, employment, tort, probate, and housing. Prepare legislative bill analyses. Evaluate and assist in responding to requests made under the California Public Records Act.
- 10% Provide litigation support to the Office of the Attorney General in cases filed against the Department.
- 15% Represent the Department in superior court conservatorship proceedings including, but not limited to, petitions and accountings. (See Health and Safety Code section 416 et seq.). Represent the Department in collection, judicial commitment and writ proceedings.
- 20% Prepare legal pleadings and documents, assemble and evaluate evidence, secure and interview witnesses for administrative proceedings, including, but not limited to, personnel appeals before the State Personnel Board.

Review and draft opinions in administrative appellate reviews filed under the Lanterman Developmental Disabilities Act.

- 5% Assist in the preparation and review of Department regulations, and ensure compliance with the requirements of the Administrative Procedures Act.
- 5% Perform other legal and administrative duties as required.

| I certify that I have reviewed this duty statement. |      |  |
|---|------|--|
| Print name  |      |  |
| Signature   | Date |  |